

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 3-1 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-D-14-001	Contract Period 01/01/2014 To 12/31/2016 Base                      Option Period Number    2	Title of Work Assignment/SF Site Name Asthma Support								
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Specify Section and paragraph of Contract SOW								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance  From 01/01/2016 To 12/31/2016								
Comments: This is continuation work to support EPA's asthma program, specifically EPA's general education and outreach efforts, promotion of Asthma Awareness Month, and management of asthma program email campaigns and contact lists, AsthmaCommunityNetwork.org and the National Environmental Leadership Award in Asthma Management. Please provide a workplan & budget.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 01/01/2014 To 12/31/2016		Cost/Fee:		LOE: 0						
This Action:				1,000						
Total:				1,000						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LOE:						
Work Assignment Manager Name Kim Durkin							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
							Phone Number 202-343-9443			
							FAX Number:			
Project Officer Name Annette Johnson							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
							Phone Number: 202-343-9489			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
							Phone Number:			
							FAX Number:			
Contracting Official Name Antonio L. Leathers							Branch/Mail Code:			
ANTONIO LEATHERS _____ (Signature)							_____ (Date)			
							Phone Number: 919-541-2312			
							FAX Number:			

Digitally signed by ANTONIO LEATHERS  
 DN: cn=US, o=U.S. Government, ou=USEPA, ou=Staff, cn=ANTONIO LEATHERS, dnQualifier=0000016035  
 Date: 2015.12.28 22:47:37 -0500

**DATE:**

**WORK ASSIGNMENT**

**CONTRACTOR:** Scientific Consulting Group

**CONTRACT NUMBER:** EP-D-14-001

**WORK ASSIGNMENT NO:** 3-1

**WORK ASSIGNMENT TITLE:** Asthma Program Support

**WORK ASSIGNMENT**

**MANAGER:**

**Mailing Address:**

Kim Durkin  
Indoor Environments Division  
US EPA (6609T)  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460  
(202) 343-9443

**Alternate WAM:**

Katrin Kral  
Indoor Environments Division  
US EPA (6609T)  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460  
(202) 343-9454

**LEVEL OF EFFORT:** Hours

**PERIOD OF PERFORMANCE:** January 1, 2016 through December 31, 2016

**1. BACKGROUND**

Title IV of the Superfund Amendments and Reauthorization Act of 1986 (SARA) gave EPA broad authorization to coordinate research on indoor air quality, develop and disseminate information on the subject, and coordinate efforts at the federal, state, and local levels.

Asthma is a chronic disease of the lungs characterized by coughing, wheezing, shortness of breath, and tightness in the chest. Asthma prevalence and morbidity remain at all time high rates and significant disparities exist in the prevalence, management and health outcomes of asthma between racial, ethnic and socio-economic populations. There is substantial evidence that reducing exposures to irritants, such as secondhand smoke, and allergens from house dust mites, pests, molds and animals plays a significant role in improving asthma health outcomes. As described in the National Asthma Education and Prevention Program (NAEPP) "National Guidelines for the Diagnosis and Management of Asthma," indoor environmental asthma trigger control strategies are an essential component of comprehensive asthma care. The NAEPP "Guidelines Implementation Panel Report" outlines key messages and strategies for promoting evidence-based care

(<http://www.nhlbi.nih.gov/about/naepp/>). In addition, the President's Task Force on Environmental Health Risks and Safety Risks to Children released the "Coordinated Federal Action Plan to Reduce Racial and Ethnic Disparities" in May 2012. Agencies from across the federal government have joined forces to address this important national public health challenge. EPA's asthma program initiatives are aligned with these recommendations and focus on improving asthma health outcomes through home, school, and community-based interventions. Through the Asthma Community Network (<http://www.asthmacommunitynetwork.org>), EPA builds capacity to implement comprehensive asthma programs.

This work will be completed in accordance with the Information Quality Act/Information Quality Guidelines, and the Environmental Protection Agency's peer review guidance, as required. The links to these guidelines are: <http://www.epa.gov/quality/> and <http://www.epa.gov/quality/informationguidelines/index.html>.

## **2. PURPOSE**

EPA implements a national, multi-faceted asthma education and outreach program that stresses the importance of incorporating environmental management into asthma education, outreach, and management strategies. EPA works with many partners in this effort including federal agencies, national organizations, state health departments, and community-based asthma programs, reaching a wide range of stakeholders with current guidance and actionable strategies for implementing successful asthma programs.

The purpose of this Work Assignment (WA) is to provide EPA with communications, education and outreach support for the asthma program. Support for this WA may include, but is not limited to, the following: general communications and outreach support for EPA's asthma program, support for promotion of Asthma Awareness Month, support and management of asthma program email campaigns and contact lists, support for AsthmaCommunityNetwork.org, support for pacing events and webinars, and support for the National Environmental Leadership Award in Asthma Management.

In addition, this work assignment will advance community capacity to deliver comprehensive asthma programs through the development and refinement of knowledge management content to support AsthmaCommunityNetwork.org and other pacing events. Knowledge management is critical to supporting and accelerating community-level action around asthma. EPA manages several key knowledge management areas of work that address best practices for delivery of, and infrastructure support for, comprehensive asthma management programs; development of value propositions to support program sustainability; and finally, program evaluation.

Emerging areas of focus include building community asthma program capacity to expand reimbursable in-home services; link with health care providers via electronic medical records; and, partner with existing programs that target homes for delivery of services (e.g., healthy homes and weatherization/energy efficiency programs), as well as school based health centers delivering comprehensive disease management programs to expand their reach and impact.

**In meeting the requirements of this work assignment, the Contractor shall be in a support role and will NOT be involved in the development of EPA policy, nor in any other activity that is an Inherently Governmental function.”**

### **3. SCOPE OF WORK**

#### **Task 1: Prepare cost proposal**

The cost proposal shall be submitted to the Work Assignment Manager within 20 calendar days of the effective date of the approved work assignment. The cost proposal shall detail the contractor's cost estimate for accomplishing the Work Assignment, with relevant ODC's, on a task by task basis. Estimates in the cost proposal shall include travel costs necessary to implement the program.

**The contractor is authorized to begin work on Tasks 3-11 before EPA approval of the cost proposal. The specifics will be discussed at the meeting listed in Task 2.**

#### **Task 2: Meeting with WAM**

The contractor shall meet with the EPA WAM (at EPA/DC) to discuss particulars concerning the work assignment within 10 working days of approval of this work assignment. In addition, the contractor shall meeting with the WAM monthly to discuss all of the work assignment activities, via phone or in-person.

#### **Task 3: Communications and Outreach Support**

**C 2(a) (b) (c) (d) (e) D 2 (a-e) (g-i) (l-m) (q) F 2 (a)**

**3.1** The contractor shall provide general communications and outreach support for EPA's asthma program. The contractor shall develop communications strategies for each of the major program areas including: AsthmaCommunityNetwork.org, Asthma Awareness Month, Sustainable Financing and National Environmental Leadership Award in Asthma Management. The strategies shall identify ways to: communicate general asthma awareness messages to target populations; engage stakeholders around AsthmaCommunityNetwork.org/Sustainable Financing and associated activities such as webinars, podcasts, discussion forums and pacing events; promote Asthma Awareness Month activities and the Childhood Asthma Media Campaign; market the awards program to increase the number of applicants and to highlight winners; identify publications, newsletters, web-sites, and other forums to market EPA guidance and resources; and motivate stakeholders to join AsthmaCommunityNetwork.org. EPA WAM will discuss more specifics in the meeting identified in Task 2 as well as monthly meetings with EPA WAM in-person or via telephone.

#### **Deliverables:**

Upon technical direction, the contractor shall develop 1<sup>st</sup> drafts for the various communication strategies (as specified by EPA WAM) within 10 working days. EPA WAM will provide comments within 5 working days.

The contractor shall incorporate EPA WAM's comments and submit final strategies within 5 working days.

The contractor shall begin implementing strategies once final versions are approved unless otherwise specified by EPA WAM through technical direction.

**3.2** May is Asthma Awareness Month. The contractor shall support activities to promote Asthma Awareness Month. Support shall include: identifying and implementing innovative approaches to increase program visibility; updating and distributing event planning kit; compiling events submitted by asthma stakeholders; featuring asthma events and activities through AsthmaCommunityNetwork.org and other web sites.

**Deliverables:**

Contractor shall submit a summary of innovative approaches for Asthma Awareness Month by January 10, 2016 to EPA WAM.

Within 5 working days of receiving EPA comments, contractor shall deliver a final summary of innovative approaches.

Contractor shall provide weekly reports to EPA WAM summarizing all of the asthma events submitted that week. Reports shall be provided January through June.

**3.3** The contractor shall provide marketing support for AsthmaCommunityNetwork.org. Support shall include: drafting and distributing a monthly newsletter, and developing marketing content to promote tools and resources on the Network, including blogs, events, podcasts, etc.

**Deliverables:**

Contractor shall draft monthly newsletters by the 15<sup>th</sup> of the month.

Contractor shall submit 1<sup>st</sup> draft of marketing content and supporting materials within 10 days after receiving technical direction from EPA.

Within 5 working days of receiving EPA comments, contractor shall deliver revised draft to EPA.

**3.4** The contractor shall provide marketing and outreach support for the National Environmental Leadership Award in Asthma Management. Support shall include: developing marketing content to recruit applicants; implementing outreach strategies for targeted groups such as health plans, school-based programs (in addition to the healthcare and community-based groups); and promoting the award winners.

**Deliverables:**

Contractor shall submit 1<sup>st</sup> draft of marketing content/strategies and supporting materials within 10 days after receiving technical direction from EPA.

Within 5 working days of receiving EPA comments, contractor shall deliver revised draft to EPA.

**Task 4: Support for Asthma Program Email Campaigns**

**C2 (a-c) (e) D2 (a)(i)(m)(q) F2 (a)**

Contractor shall support asthma email marketing campaigns. Support shall include: developing an approach for effectively using the new govDelivery technology to convey important information; drafting content for emails; developing and submitting email proofs to EPA for comment and approval; and sending out final emails to asthma stakeholders. Contractor shall develop an approach for communicating important information to asthma stakeholders through aggressive email campaigns over the next year. The approach shall include, but not be limited to, a plan for: communicating upcoming asthma events and activities; promoting Asthma Awareness Month strategies and resources; leveraging activities and identifying opportunities related to the AsthmaCommunityNetwork.org; marketing the awards program; and highlighting hot topics and new publications. Contractor shall develop a timeline as part of the approach identifying when emails are targeted for distribution. The EPA WAM and contractor will discuss information that should be captured in the approach at the meeting specified in Task 2.

**Deliverables:**

Contractor shall submit a draft approach and associated timeline within 20 days after meeting with EPA WAM.

The contractor shall incorporate EPA WAM's comments and submit a final approach and associated timeline to EPA WAM within 10 days after receipt of EPA comments.

The contractor shall develop and submit draft email content within 10 days after topics are approved by EPA WAM.

Within 3 days of receiving EPA comments, contractor shall submit an email proof for final EPA review.

Once proof is approved by EPA, contractor shall send out final email to asthma stakeholders within 2 days unless otherwise directed by EPA WAM.

**Task 5: Managing Asthma Contact List for the GovDelivery**

**A2(a-b)B2(d)D2(h-j)**

The contractor shall manage a list of asthma contacts and ensure that all contacts are captured accurately in GovDelivery. Technologies used to maintain this list must allow

for the following capabilities: sorting mailing lists quickly; organizing by affiliation and expertise; and creating and updating email lists. The asthma contact list includes people from: federal, state and local governments, non-governmental organizations, asthma coalitions, and community-based asthma programs. At a minimum, the following contact information should be included: name, affiliation, title, address, phone and e-mail. When applicable, area of expertise shall be included. The EPA WAM will provide the contractor with asthma experts and contacts as they are identified. Contact information for new members of AsthmaCommunityNetwork.org and webinar participants should be automatically put into the GovDelivery.

**Deliverables:**

Contractor shall maintain and update the list of asthma contacts and enter them into the GovDelivery on an on-going basis.

Contractor shall submit a list of contacts to the EPA WAM on a quarterly basis, including new contacts by region and affiliation.

**Task 6: Support for Development of Content and Tools**

**C2 (a-c) (e) D2 (a-i) (l-m) (q) F2 (a)**

The contractor shall provide support to identify successful community-based programs and spotlight effective strategies and best practices via webinars, the Asthma Community Network – Conversations for Advancing Action Podcast series, and pacing events. Community-based programs across the country are implementing successful strategies to create healthy home and school environments for people with asthma. This is particularly important for disproportionately impacted populations, who often can't afford to make the changes necessary in their homes to keep their families safe and healthy. In cases where family member(s) – especially children – suffer from asthma this may result in higher hospitalization and emergency room rates. Areas of emphasis this year will include: identification of programs that effectively deliver in-home interventions using non-licensed practitioners, are linked with health care providers and reporting results of in-home interventions back to the provider; successfully receiving sustainable financing to support in-home intervention programs; effectively evaluating and reporting on their program impacts; integrating asthma into other homes-based programs (e.g., healthy homes, energy efficiency/weatherization), and/or school-based health centers with an asthma disease management program. In addition, the contractor shall continue efforts to support further refinement of tools to promote these areas. In some cases, new tools may need to be developed to promote work aimed at spreading best practices for sustainable financing and community health workers.

As specified through technical direction, activities to support this work may include, but are not limited to, developing a content framework and/or outline for webinars, podcasts and pacing event sessions; creating feedback mechanisms to assess effectiveness of webinars, podcasts and pacing event sessions; developing interview questions and recording interviews for podcasts; researching programs and identifying potential programs of interest; attending

and participating in meetings with programs; identifying new opportunities for programs to share their stories; coaching program staff to effectively tell their stories; assisting programs with preparation of presentation materials; and finally, exploring the options for capturing emerging best practices in new or existing tools. In addition, the development or refining of tools may include, but is not limited to: web pages, one pagers, presentations.

**Deliverables:**

Upon receipt of technical direction, contractor shall propose approach for supporting content and/or tool development within 5 working days. The proposed approach shall include goals and objectives, activities (including deliverables) and a timeline (including EPA review process).

If comments are submitted by EPA, the contractor shall revise approach and resubmit to EPA WAM within 5 working days of receipt of comments. The contractor may begin implementing approach upon approval by EPA WAM.

When directed to meet with programs (either through phone or in person), the contractor shall provide a summary of each meeting attended within 10 working days after participating in the meeting. Summaries should include information on: contacts made at meetings, pertinent information for EPA to know about community-based asthma programs, possible opportunities for collaboration, etc.

**Task 7: Manage AsthmaCommunityNetwork.org**

AsthmaCommunityNetwork.org is an online network designed to facilitate interaction between community-based asthma programs. To date, there are over 3,500 members and over 1025 programs registered on the network. Community-based asthma programs will be actively enrolling into the network. The contractor shall serve as the host and manage the overall functions of the web site including uploading, maintaining, and updating of content. The contractor shall provide daily support to manage web site operations such as approving program registrations, responding to user inquiries, monitoring discussion forums, and overseeing resource bank and program events feature. In order to provide the best customer service to our program registrants, the contractor shall work with EPA to respond to inquiries and registrants within 24-48 hours if possible. The contractor shall also track web site analytics and provide quarterly reports to summarize web site activity, number of registrants, etc.

In addition, the contractor shall ensure that the web site is working effectively and to address any unforeseen glitches with the day to day operations of the web site. Contractor shall regularly assess the functionality of the site and provide written monthly reports to EPA. The reports shall include information on the applications being used for the various components of the site, notification if (and when) applications are due for upgrades, any enhancements or features (including any code and corresponding solution files) needed to make the site run more efficiently and an overall assessment of site performance. When needed (e.g., upgrades and new development), the contractor shall provide documentation verifying that the site is meeting overall technology requirements.



If web enhancements and features to improve the navigation and functionality of the web site are recommended, contractor shall include a detailed discussion on why these enhancements or upgrades are needed and include any cost implications. Any enhancements must be approved by EPA WAM and must be developed using standard industry technology. EPA WAM will require technical specifications for every upgrade, enhancement and any other application or technology change. Contractor shall begin work after EPA WAM has approved the technical specifications.

**Deliverables:**

The contractor shall develop and submit quarterly reports that summarize web site statistics, including page views/top content, number of hits, average time spent on the site/visitor statistics, number of programs enrolling by region.

Contractor shall develop and submit a quarterly report that outlines all web site management and content management activities. This report, at minimum, shall include details about new registered programs and participants, user inquiries and responses, resource bank submissions, and content management actions.

Contractor shall provide quarterly reports assessing the functionality of the web site. The reports shall include information on the current application being used for the various components of the site, notification if (and when) applications are due for upgrades, any enhancements or features (including any code and corresponding solution files) needed to make the site run more efficiently and an overall assessment of how the site is running. The reports shall also incorporate hosting information that includes web site downtime occurrences, the origin of the downtime, and associated resolution.

Contractor shall provide draft technical specifications documents to EPA WAM when ANY upgrades, enhancements or any other technological changes to the site are being proposed.

Contractor shall submit revised technical specifications 10 working days after receiving comments from EPA WAM on the first draft. If EPA WAM does not have any comments, the latest draft of technical specifications will be final and all work will be consistent with the specifications in that document.

Contractor shall provide written documentation within 5 working days of technical specification change verifying that the site is meeting overall technology requirements after upgrading or conducting new development.

**Task 8: Support for Asthma Events and Webinars**

**C2 (a-c) (e) D (a-e) (g-j) (l-m) (q) E2 (a-c)**

Contractor shall support EPA's efforts to host and participate in pacing events to increase visibility for EPA's asthma program and promote program strategies and messages. Contractor shall work with EPA to identify opportunities for participation in webinars, podcasts, national, regional and local events. Possible pacing events include: webinars, national conferences, regional meetings and conferences, conference calls, discussion forums, local meetings, etc. EPA plans to host up to 7 webinars this year and participate

in at least 4 in-person events. The contractor shall provide logistical support for webinars including: setting up the technology; managing registration; inviting speakers; and developing evaluation and tracking reports. When needed, contractor shall work with EPA to identify asthma experts to speak or participate in webinars or other events. In some cases, contractor shall organize, facilitate, and manage event logistics including coordinating travel for asthma experts, extending invitations, etc. For cost purposes, assume about 3 asthma experts will need travel support and assume participation in about 4 meetings: 3 DC/Baltimore area, 1 northeast. Specific places, dates, and times will be determined through technical direction from EPA WAM.

**Deliverables:**

Contractor shall provide a summary report 10 working days after each webinar which provides information on the number of participants, and evaluation data gathered from participants.

Contractor shall provide a summary of each pacing event attended within 10 days after participation in event. Summaries should include information on: contacts made at events, pertinent information for EPA to know about asthma programs, possible opportunities for collaboration, etc.

Within 5 days of receiving technical direction, contractor shall manage logistics for pacing event.

Within 5 days of receiving technical direction, contractor shall identify a facilitator for the identified pacing event.

**Task 9: Support for the National Environmental Leadership Award in Asthma Management D2 (a-e) (g,h,i) (m), E 2(a-e)**

The contractor shall perform general management and support for EPA's National Environmental Leadership Award in Asthma Management. Support activities may include, but are not limited to, development and/or enhancements to the award application -- giving consideration to evolution of Asthma Program, and managing application and two-stage review process from "cradle to grave." EPA WAM will provide contractor with specific information (including timing) for each item identified above through email, telephone correspondence, and/or in-person meetings. The contractor shall support the two-stage application review process (internal EPA screening panel and expert panel). The contractor shall meet with EPA (via telephone or in-person) to discuss review process, including, but not limited to, assisting EPA with identification of panel members, coordinating correspondence between EPA and panelists, distributing materials to panelists, facilitating panel discussions where award winners will be selected.

**Deliverables:**

The contractor shall meet with EPA monthly to discuss current needs for the National Environmental Leadership Award in Asthma Management, including online application, content, and review process. Meeting can occur in-person or via telephone.

Contractor shall provide written recommendations/framework for any implementation approaches discussed that identifies specific activities and due dates within 5 working days of meetings.

Contractor shall incorporate EPA comments and submit a final approach within 5 working days of receiving comments.

Upon approval, contractor shall begin implementing approach. When approach involves written deliverables, the contractor shall submit a draft deliverable within 5 working days of due date specified in approved approach (unless otherwise specified by EPA WAM). The EPA WAM shall provide comments within 5 working days of specified due date. The contractor shall incorporate EPA comments and provide the final deliverable by specified due date.

**Task 10: Management of EPA's National Environmental Leadership Award in Asthma Management Online Application Process D(2)(a-e) (g,h-i) (l-m), E2(a-e), F(2)(a)]**

EPA currently accepts applications for the National Environmental Leadership Award in Asthma Management through AsthmaCommunityNetwork.org. There is a section built out on the AsthmaCommunityNetwork.org to manage the online application process as well as promote previous award winners. The contractor shall host, maintain, and enhance this web page to ensure that it meets the current needs and intent of the awards program. This task should be completed by program staff with expertise in the area of awards program design and implementation, community leadership strategies, and web design and development. Contractor shall monitor the web page on a weekly basis to ensure that it is fully-functional and apprise EPA immediately of any content, design and/or technical issues.

**Deliverables:**

The contractor shall meet with EPA quarterly to discuss current needs and intent for the National Environmental Leadership Award in Asthma Management web page and online application.

Based on these discussions, contractor shall provide written recommendations for content, design, and technical modifications to the web page and online application within 10 working days of discussion.

Contractor shall incorporate EPA comments and provide EPA with a beta version within 10 working days.

Additional information, actions and/or refinements to the web page (including, but not limited to, technical infrastructure and supporting documentation) may be requested through technical direction at any time. Upon receipt of technical direction, contractor shall begin implementing revisions per specifications outlined in the technical direction.

When technical issues are identified, the contractor shall provide EPA written notification within 1 working day that includes a summary of the issues, recommended solutions and time-line for resolving issues.

Upon EPA WAM approval, contractor shall begin implementing solutions.

#### **Task 11: Support for Asthma Program Media Campaign**

##### **C 2(a-e)**

The contractor shall provide support to EPA's Childhood Asthma Media Campaign. This support may include: promoting the campaign, identifying asthma experts in major media markets across the country to serve as press contacts or community advocates for media outreach, and maintaining NoAttacks.org.

##### **Deliverables:**

Within 10 days of receiving technical direction from EPA WAM, contractor shall provide a list of asthma experts organized by major media markets.

The contractor shall maintain NoAttacks.org and summarize activity in a quarterly report (web analytics: page hits, visitors to site, etc). Specifics can be discussed with EPA WAM by phone or an in-person meeting once work assignment is approved.

#### **4.TIME SCHEDULE AND DELIVERABLES**

The deliverables shall be due as stated below.

*The Contractor shall provide the WAM with a master and an archive copy of all final deliverables. Associated disks compatible with ORIA equipment (MS Word for basic reports and documents, PageMaker for those items which will be published and .HTML format for those items which will be inserted in EPA's website) must also be provided upon completion of the work assignment.*

<b>Task No.</b>	<b>Deliverable</b>	<b>Due Date</b>
<b>Task 1</b>	Cost Proposal	Within 20 calendar days of the effective date of the approved work assignment
<b>Task 2</b>	Meeting with WAM	10 days after approval of WA by CO
	Meeting with WAM	Monthly
<b>Task 3.1</b>	Provide Draft Communication Strategies to EPA WAM	10 working days after meeting with EPA WAM

	Provide Final Strategies to EPA WAM	5 working days after EPA WAM provides comments on draft
	Implementation of Communications Strategy	Upon EPA approval of final strategy
<b>Task 3.2</b>	Summary of innovative approaches	January 10, 2016
	Final Summary of innovative approaches	Within 5 working days after receiving EPA comments
<b>Task 3.3</b>	Written weekly event reports	Weekly basis
	Draft Monthly Newsletters	By the 15 <sup>th</sup> of the month
	1 <sup>st</sup> Draft of Materials	Within 10 working days after receiving technical direction
<b>Task 3.4</b>	Revised Draft Materials	Within 5 working days of receiving EPA comments
	Submit 1 <sup>st</sup> draft of marketing content/ strategies and supporting materials	Within 10 days after receiving TD from EPA
	Deliver revised draft	Within 5 days of receiving EPA comments
<b>Task 4</b>	Submit a draft approach and timeline	20 days after meeting with EPA WAM
	Final approach and timeline	10 days after receiving EPA comments
	Develop email content	10 days after topics are approved by EPA
	Submit email proofs	Within 3 days after receiving EPA comments
	Send final emails	Within 2 days after EPA approval unless otherwise directed by EPA

<b>Task 5</b>	Maintain and update contact list in High Road	On-going 1st-4th Quarter
	Submit a List of Contacts	Quarterly basis
<b>Task 6</b>	Develop Draft Approach	5 working days after receipt of technical direction
	Final Approach	<u>4</u> working days after receiving EPA WAM comments
	Meeting Summary	10 working days after mtg/event
<b>Task 7</b>	Develop/submit Quarterly reports summarizing web site statistics	Quarterly basis
	Develop/submit Quarterly reports outlining all web site management and content management activities	Quarterly basis
	Quarterly reports assessing the functionality of the web site.	Quarterly basis
	Draft Technical Specifications	As identified by contractor
	Revised Specifications/Written Documentation	10 working days after receiving EPA WAM comments/5 working days after implementation
<b>Task 8</b>	Webinar Summary Report	10 working days after webinar
	Summary of each pacing events	10 days after participation in event
	Manage event logistics	5 days after event receiving technical direction from EPA WAM
	Identify facilitator	5 days after receiving technical direction from EPA WAM

<b>Task 9</b>	Draft awards program approaches	5 working days after meeting with EPA WAM
	Revised approaches	5 working days after meeting with EPA WAM
	Implementation of approaches	5 working days after meeting with EPA WAM
<b>Task 10</b>	Meet/Discuss current needs for the Nat Environmental Leadership Award	Quarterly
	Written recommendations for awards web page/online application	10 working days of discussion
	Incorporate EPA comments/provide a beta version	10 working days
	Implement revisions per specifications	Upon receipt of TD
	Written Notification	1 work days after receiving EPA WAM comments
	Implement solutions	Upon WAM approval
<b>Task 11</b>	List of asthma contacts for media campaign	10 working days after receiving EPA WAM technical direction
	Summary Report of NoAttacks.org analytics	Quarterly
<b>Task 12</b>	<b>Master and an archive copy of all deliverables and drafts</b>	<b>December 31, 2016</b>